

**BY-LAWS
VIRGINIA ASSOCIATION OF DIRECTORS OF
CRIMINAL JUSTICE TRAINING (VADCJT)**

ARTICLE I

TITLE OF ORGANIZATION

SECTION 1.

The official name of the organization shall be the Virginia Association of Directors of Criminal Justice training. The abbreviated form may be used for purposes of identifying this organization (VADCJT).

ARTICLE II

DEFINITIONS

SECTION 1.

- (a) "Association" shall refer to the Virginia Association of Directors of Criminal Justice Training.
- (b) "Criminal Justice" shall refer to the elements of the Virginia criminal justice system known as certified law enforcement officers, deputy sheriffs, regional jail officers and Department of Corrections personnel.

ARTICLE III

OBJECTIVES

SECTION 1.

- (a) To serve its own membership by providing a forum for discussing all matters of mutual interest including but not limited to legislation, regulations, policy, organization, functions, means of funding, salary levels, training methodology, training standards, certification, curriculum development, management survey programs, research and evaluation methodology and products.
- (b) To assist its membership in advocacy of professional standards governing the entire criminal justice system, but particularly governing law enforcement.
- (c) To represent its membership collectively in liaison with federal, state and local executive and legislative branches of government.

ARTICLE IV

MEMBERSHIP

SECTION 1.

- (a) Members shall be defined as a school director, a commander or a supervisor of a certified Virginia criminal justice academy and a training director, commander or supervisor of a training bureau, division or section within a Virginia criminal justice agency.
- (b) Associate membership is open to persons who are a director, manager, supervisor or coordinator of training in public law enforcement, corrections, civil process or courtroom security in the Commonwealth of Virginia.
- (c) An applicant desiring to join the Association must complete an application, which is reviewed by the executive committee and voted on by the general membership.
- (d) Associate membership is by invitation after nomination by a member. The application will be presented to the executive committee and voted upon by the membership.

ARTICLE V

VOTING

SECTION 1.

Each academy/school director or agency shall have only one vote.

SECTION 2.

For any motion within the Association to become final, it shall be passed by a majority of the active members present at any meeting, provided at least one-third of the active membership shall be present at such meeting.

SECTION 3.

For the purposes of amending these by-laws, at least two-thirds of the voting members present at the meeting where considered shall approve such amendment.

SECTION 4.

- (a) Elections - Elections will be held at the regular meeting. Not less than 60 days before such meeting, a nominating committee shall be appointed by the president to present a slate of candidates at this meeting.
- (b) Nominees - The president will read the slate of nominees as prepared by the nominating committee to the general membership.
- (c) Nominations from the floor - The president will receive nominations from the floor for any elected position.
- (d) Balloting - In the event there is more than one candidate for any elected position, closed balloting will take place for those positions. In the event of a tie, the executive committee, by majority vote, will decide who will fill the position.

ARTICLE VI

OFFICERS, TERMS, DUTIES

SECTION 1.

The officers of the Association shall consist of a president, vice-president and a secretary/treasurer.

The officers shall be elected at the regular meeting by a majority of the qualified voters present at such meeting.

Term of office - officers of the Association shall be elected during its spring regular meeting and serve for a two year period starting from 1 July.

SECTION 2.

The officers of the Association, the immediate past president and three members at large shall constitute an executive committee empowered to:

- (a) Transact any business of the Association in the interim between meetings of the Association.
- (b) Take such action as is authorized under Article VII of the by-laws.

- (c) The nomination and election of the members at large of the executive committee shall be performed in a manner consistent with the procedures specified in Article V of these by-laws. All members at large shall be elected for a two-year period starting from July 1 through June 30.

SECTION 3.

In the event a vacancy occurs in an elective office in the Association, the president shall fill the vacancy by appointment from the active membership of the Association for the unexpired term of the incumbent vice-president or secretary/treasurer. Should the president resign, or his office otherwise become vacant during his term, the vice-president shall fill the expired term of vacancy. Upon assuming the position of president, the president shall fill the vacant vice-president office by appointment from the active membership of the Association for the unexpired term.

SECTION 4.

The president shall have the power to appoint committees from the membership for the purpose of insuring more efficient conduct of Association business and the furtherance of the objectives of the Association.

SECTION 5.

It shall be the duty of the:

- (a) President - The president shall be the principal executive officer of the Association and shall in general supervise and control all the affairs of the Association. He/she shall preside over the meetings and shall perform all duties incident to the office of the president.
- (b) Vice-President - In the absence of the president, the vice-president shall perform all duties incident to the office of the president. In addition, the vice-president shall be the standing chairman of the training committee.
- (c) Secretary/Treasurer - The secretary/treasurer shall keep minutes of the meetings, both general and special and an attendance roster for each meeting.
 - (1) To receive and deposit all monies, funds and credits of the Association to the account of the Association in a banking institution approved by the executive committee.
 - (2) To keep regular accounts of all receipts and disbursements, and make them available for inspection by officers and members.
 - (3) To present at duly constituted sessions of the Association current reports of the financial status of the Association and submit an annual report for distribution to the membership.

- (4) To perform such other duties and have such other authority and powers as the executive committee may from time to time prescribe, or as the president may from time to time delegate.

ARTICLE VII

AMENDMENTS

SECTION 1.

An amendment or amendments to these by-laws may be proposed for submission to the membership by action of a committee appointed by the president for such purposes, or by action of the executive committee.

Such proposed amendments shall be forwarded in writing to the membership at least 30 days prior to such meeting at which they shall be considered.

ARTICLE VIII

MEETINGS

SECTION 1.

Regular Meeting - A general membership meeting shall be conducted at least once a year.

Special Meeting - For the purpose of conducting urgent Association business, the president shall take all responsible steps to notify all members of the meeting. Special meetings may only be initiated by the president.

Executive Committee Meetings - The president shall set the day, time and place of the executive committee meetings. Meetings shall be held at least twice per year.

Committee Meetings - May be held at the discretion of the committee chairman to facilitate the mission or assignment of the committee.

Quorum - A meeting, whether regular or special, must have one-third of the listed voting membership to constitute a quorum.

SECTION 2.

- (a) The Association shall have a standing committee entitled, "training committee".

The Association vice-president shall serve as the chairman of this committee. The purpose of the training committee is to plan, schedule and implement a timely agenda for each Association conference.

The vice-president shall select from the active membership, Association members to serve with him on this committee.

The committee should be comprised of an equal representation of the active Association members, i.e., regional and independent.

In addition, one member should serve at large, who will be appointed by the vice-president, contingent upon the location of the scheduled conference.

- (b) Except as otherwise provided by these by-laws, Robert's Rules of Order (Revised) shall be the parliamentary authority for the conduct of meetings of the Association.

ARTICLE IX

FINANCES

SECTION 1.

The annual dues of active members may be assessed as determined by the membership at the annual meeting or as approved by the membership at any other meeting, or in a vote taken by mail. They shall become due and payable by January 1 of each calendar year and be non-refundable.

SECTION 2.

A non-refundable registration fee for Association members shall be charged for each conference.

SECTION 3.

An annual audit of the Association's financial records shall be conducted at a time and in a manner specified by the executive committee.

Revisions adopted by the general membership on March 30, 2005.